

# Clackamas County Tourism Strategic Investment Fund FY2025-26

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## *Clackamas County Tourism*

### *Application Questions*

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#### **Applicant Org. Information\***

Please provide a brief overview of your organization. What is its mission, what does it do, how long it has existed, how it is structured, is it volunteer run or do you have staff, is it membership based, does it manage sites that are accessible to the public, etc.

*Character Limit: 2000*

#### **Q1 - Organization Eligibility\***

Which of the eligible entity types in your organization?

##### **Choices**

City, county or special district  
Federally recognized tribal government  
Non-profit registered with the Oregon Corporation Division  
State or federal agency

#### **Q2 - Non-profit registration**

If you selected Non-profit registered with the Oregon Corporation Division enter your registration number below.

*Character Limit: 100*

#### **Q3 - Project Name\***

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

*Character Limit: 100*

#### **Q4 - Total Project Cost\***

What is the total cost of the project?

*Character Limit: 20*

#### **Q5 - Funding Requested\***

What amount of funding are you requesting for your project? Please note:

- The maximum request that will be considered is \$500,000.
- The minimum request that will be considered is \$25,000.

- Request amount must match what is on your Budget Form.

*Character Limit: 20*

### **Q6 - Project Start Date\***

What is the start date of your project?

*Character Limit: 10*

### **Q7 - Project End Date\***

What is the end date of your project?

*Character Limit: 10*

### **Q8 - Project Completion\***

Can this project be completed within 18 months of funds being awarded?

#### **Choices**

Yes

No

### **Q9 - Project Summary\***

Provide a brief summary of your project. If selected for funding, this description will be shared publicly by Tourism to highlight grant awardees and activities.

*Character Limit: 2000*

### **Q10 - Project Location\***

Please include a general description of the area, reference any geologic features or points of interest if applicable, and note if the project will occur on lands managed by entities like the US Forest Service, Bureau of Land Management, State Parks, etc.

*Character Limit: 1500*

### **Q11 - Will your project primarily be executed within an unincorporated area of Clackamas County?\***

#### **Choices**

Yes

No

### **Q12 - Project Location Upload\***

Upload a screenshot or map of your project location. Needs to be no larger than what fits onto a 8.5" x 11" sheet of paper. (PDF)

*File Size Limit: 2 MB*

### Q13 - Strategic Priority Alignment\*

Below are the Strategic Priorities for this grant program. Please select the one that best aligns with your project.

(See Program Guidelines for more detail on Strategic Priorities.)

#### Choices

Building Value: Building local tourism value through relevant tourism resources and awareness.

Thriving Economy: Enhance authentic experiences so businesses, communities and the economy thrive.

Environment: Encourage behaviors and practices that benefit the natural environment.

Access & Inclusion: Improve awareness/experience as an inclusive & accessible destination.

Flow: Visitation that aligns with the specific needs of a place including regional & seasonal needs.

### Q14 - Strategic Priority Narrative\*

Please explain how your project aligns with the above selected Strategic Priority. If your project aligns with more than one Strategic Priority, please focus on explaining the one that is the best fit for your project.

*Character Limit: 2500*

### Q15 - Project Need\*

Articulate the need for the project through a tourism lens or visitor's perspective. Briefly describe the need for the project. Include any assessments, data, or plans that support the need and describe how your project will address identified needs.

NOTE - This program does not provide funding for general operations or deferred maintenance. See Eligibility Section of Program Guidelines.

*Character Limit: 2500*

### Q16 - Project Timeliness\*

Why is the immediate implementation of this project important for the visitor experience and tourism economy in Clackamas County?

*Character Limit: 2500*

### Q17 - Project Readiness\*

Explain "how and why" your project is ready for support. Is it part of an already approved plan or existing strategy? Does it have the approval of governing bodies or land management agencies? Is it part of a larger, phased project that is already under way? If so, please explain. All projects must be completed within 18 months from award date.

*Character Limit: 2500*

### Q18 - Permitting\*

Does your project require permitting?

#### Choices

Yes

No

**Q19 - Permitting documents**

If you selected Yes to Q18, upload project permitting documentation.

*File Size Limit: 2 MB*

**Q20 - Permitting Status**

If you selected Yes to Q18 but do not currently have permits, please provide an explanation of the permitting status for your project.

*Character Limit: 1500*

**Q21 - Governing body or land management entity approval\***

Does your project require the endorsement or approval of governing bodies or land management entities in order to be executed?

**Choices**

Yes

No

**Q22 - Governing body/land management approval**

If you selected Yes to Q21, upload approval documentation.

*File Size Limit: 2 MB*

**Q23 - Approval Status**

If you selected Yes to Q21 but do not currently have approval documentation, please provide an explanation of the approval status for your project.

*Character Limit: 1500*

**Q24 - Project Goals\***

List at least three specific measurable and quantifiable goals that your project expects to achieve.

Examples: Increase the number of visitors to [project site] by 20% over the 12 months after project completion” or “Increase usage of [project site] by wheelchair and other mobility device users by 15%.

*Character Limit: 2500*

**Q25 - Project Outcomes/Deliverables\***

List at least three outcomes/deliverables for this project.

Examples: “Install new signage at trailhead” or “Create map of accessible hiking locations in Clackamas County” or “Extend current location hours from Thursdays and Saturdays to Wednesday through Saturday.

*Character Limit: 2500*

**Q26 - Key Individuals\***

Provide an overview of the key individuals who will be involved in the execution of your project and describe the role(s) they will have.

*Character Limit: 2500*

**Q27 - Key Activities & Timelines\***

Describe key project activities and provide a detailed timeline for project milestones – include activities, time frames, and person responsible for execution.

*Character Limit: 2500*

**Q28 - Project Evaluation\***

Describe how you will measure the impact of your project. What tools and/or methods will you use to evaluate the project's success?

*Character Limit: 2500*

**Q29 - Alignment with Clackamas County Tourism's Pillars\***

Explain how your project aligns with one or more of Clackamas County Tourism's three Tourism Pillars, which are: Outdoor Recreation, Agritourism, and Cultural/Heritage Tourism.

*Character Limit: 2000*

**Q30 - Clackamas County Tourism Impact\***

Describe the impact that your project will have on Tourism in Clackamas County.

*Character Limit: 2500*

**Q31 - Visitation Driver\***

How will your project inspire people to come from more than 50 miles away? Use data to support your answer.

*Character Limit: 2500*

**Q32 - Overnight Stays\***

Will your project encourage overnight stays within Clackamas County?

**Choices**

Yes

No

**Q33 - Overnight Stays Narrative**

If you selected Yes to Q32, please explain how and provide data that substantiates.

*Character Limit: 2500*

**Q34 - Benefit to Visitors\***

Explain how visitors will benefit from your project. Provide examples and/or data that support your explanation.

*Character Limit: 2500*

**Q35 - Visitor Access\***

When and how will visitors be able to access or experience the project once completed? Provide details such as open year- round/24/7, open Memorial Day through Labor Day Weekend, by appointment only, etc., and include a schedule of open hours for access/availability.

*Character Limit: 2500*

**Q36 - Award Fund Use\***

Provide a narrative description of how funds would be used towards your project if awarded. Descriptions should reference and match the information provided on your Budget Form.

*Character Limit: 2500*

**Q37 - Upload Project Budget\***

1) Complete the Project Budget Form available for download on our Funding Opportunities page under the Strategic Investment Program Section.

2) Save and upload your Budget Form as an Excel file (.xlsx) with your Project Name included as part of the file name. Do not convert Budget Form to a PDF or other image file.

Your Project Budget Form should include all revenues and expenses for the project with descriptions of each, and a brief justification for project expenses.

The total project cost and funding requested on the Budget Form must match the amounts entered at the beginning of your application.

NOTE - Up to 15 percent (15%) of the funds awarded may be approved for indirect project costs. See Program Guidelines and Instructions on Budget Form.

*File Size Limit: 3 MB*

**Q38 - Cash Match Funds\***

No matching funds are required for this program, but additional consideration is given for projects that have a 10% or greater documented cash match to the funding being requested. Cash match is defined as funds that applicant has on hand for project execution or confirmed grants from other funders. In-kind is not considered as cash match.

**Does your organization have a 10% or greater cash match for your project?**

**Choices**

Yes

No

### Q39 - Sources & Amounts of Cash Match

List the source and amount of cash match funds, and provide a brief explanation of how they will be used for project execution.

*Character Limit: 2500*

### Q40 - Project Sustainability\*

Describe how your project will be sustained after completion. Include plans and funding sources for maintenance and on-going operating costs, if applicable.

*Character Limit: 2500*

### Q41 - Multi-Community Impact

While not required, additional consideration is given to projects that positively impact multiple communities within Clackamas County. If your project fits this criterion, please identify the communities that will be impacted and explain how your project will benefit them.

*Character Limit: 2500*

### Q42 - Collaboration with Partners

While not required, additional consideration is given to projects that involve collaboration with external partner organizations. If your project fits this criterion, please identify organizations that will be partnering with you on your project and explain the role they will have in project execution.

*Character Limit: 2500*

### Q43 - Upload Letters of Partnership

Upload Letters of Partnership from each named partner as one combined file. (JPG)

**NOTE** – Letters of Support from organizations that will not be contributing towards project execution are not the same as Letters of Partnership.

*File Size Limit: 3 MB*